

EERE Program Information Center (EPIC) Prototype Guide

Welcome to the EPIC prototype! This guide answers key questions about the prototype.

[What is the prototype?](#)

[How was the prototype used?](#)

[What functions are currently available in the prototype?](#)

[How do I navigate the EPIC prototype?](#)

[What functions are demonstrated in the Announcements module?](#)

[What tasks can be conducted in the Announcement Management section?](#)

[What information is currently in the Announcement Management section?](#)

[What user roles are available?](#)

[What features can be personalized?](#)

[What type of help features are available?](#)

[Where can I find the IT Systems Integration \(ITSI\) webinar series?](#)

What is the prototype?

The EPIC prototype was developed as an early approximation of the new system. The prototype, which is based on the wireframes and requirements presented during the [IT Systems Integration \(ITSI\) webinar series](#) (see links at the end), demonstrates an example of desired content organization and navigation.

Like most prototypes, the functionality of the EPIC prototype is limited. The current prototype does not have any back-end functionality. Parts of the built-out sections have been prepopulated with data to illustrate how data entered in one place will populate other sections.

How was the prototype used?

The EPIC project team used the prototype to elicit user feedback and understand what aspects of a new system will improve existing business processes and facilitate ease of use over current legacy systems.

This version of the prototype allows users to envision improved system navigation, content organization, page layouts, and help features. The prototype was looking for answers to such questions as:

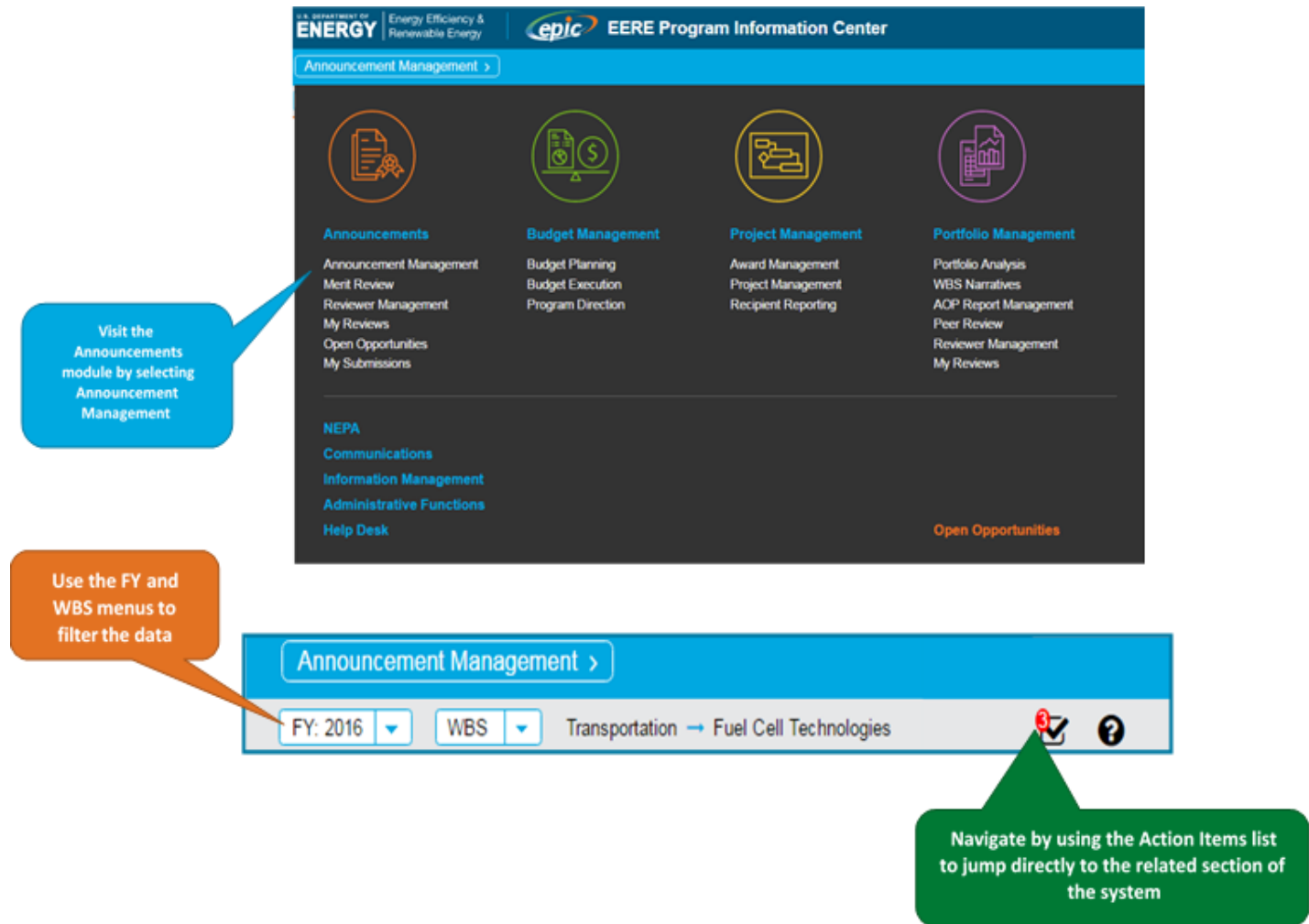
- Is the navigation intuitive?
- Can the content be better organized?
- What information would users like to have more readily accessible?

What functions are currently available in the prototype?

The EPIC prototype illustrates menus of the expected modules— Announcements, Portfolio Management, Project Management, and Budget—representing different EERE business areas. Within the prototype Announcements Module, the following sections are available under Announcement Management: 1) Announcement Details, 2) Funding Opportunity Announcements (FOAs) Requirements Document (FRD) Development and 3) Announcement Development.

How do I navigate the EPIC prototype?

The prototype URL is <https://cpsweb.ee.doe.gov/itsiprototype> with username: prototype.user@ee.doe.gov password: p@ssw0rd4eere. Once logged in you can navigate EPIC using the top level mega menu visible, or the Action Item Menu visible on the top right under Select Core Module. The Action Item menu lists system alerts and notifications and allows a user to jump to the section of the system that requires attention. Then select Announcement Management.



The screenshot displays the EPIC EERE Program Information Center interface. At the top, the U.S. Department of Energy logo and the EPIC logo are visible. The main navigation bar includes "Announcement Management" and "EERE Program Information Center". Below this, four main modules are listed: Announcements, Budget Management, Project Management, and Portfolio Management. Each module has a list of sub-items. A callout box points to the "Announcements" module, stating: "Visit the Announcements module by selecting Announcement Management". Another callout box points to the "FY: 2016" and "WBS" dropdown menus, stating: "Use the FY and WBS menus to filter the data". A third callout box points to the "Transportation" and "Fuel Cell Technologies" links, stating: "Navigate by using the Action Items list to jump directly to the related section of the system".

Visit the Announcements module by selecting Announcement Management

Use the FY and WBS menus to filter the data

Navigate by using the Action Items list to jump directly to the related section of the system

What functions are demonstrated in the Announcements module?

The Announcements module is where activities for planning to award selection for funding opportunity announcements (FOAs) and Lab Calls will be conducted. This module is expected to replace both the Funding Opportunity Announcements (FOAs) Tracker and the EERE Funding Opportunity Exchange, known as eXCHANGE.

Features of the prototype Announcements module illustrates how data entered as part of announcement planning then auto-populates fields in the FOA Requirements Document (FRD) and in the FOA publication. This will result in less time spent on data entry, fewer errors and more efficient workflows.

What tasks will be conducted in the Announcement Manage section?

To support announcement planning, you must first create FOAs. As you enter **Announcement Details**, you can link the FOA to existing requests for information, specify Technology Readiness Levels, request mortgage exceptions, and identify high-priority funding areas or crosscuts.

The **FRD Development** requirements include prepopulating forms with information added during announcement planning, eliminating the need to re-enter data. It also leverages common workflow services for approvals. Users need the ability to propose deviations to the FRD and save their preferences for future use.

Announcement Development links to the FRD. If changes are made to this section that affect the FRD, the system will prompt you when an FRD modification is required.

What information is currently available in the Announcement Manage section?

Data has been entered into the first few sections of the Manage Announcements section to help illustrate how information entered one place will be available in other areas of the EPIC system, eliminating the need for duplicate data entry. However, sample data has not been included for the entire section. Users see features that are common to the entire system, including system navigation, page layouts, and help features.

What user roles are available?

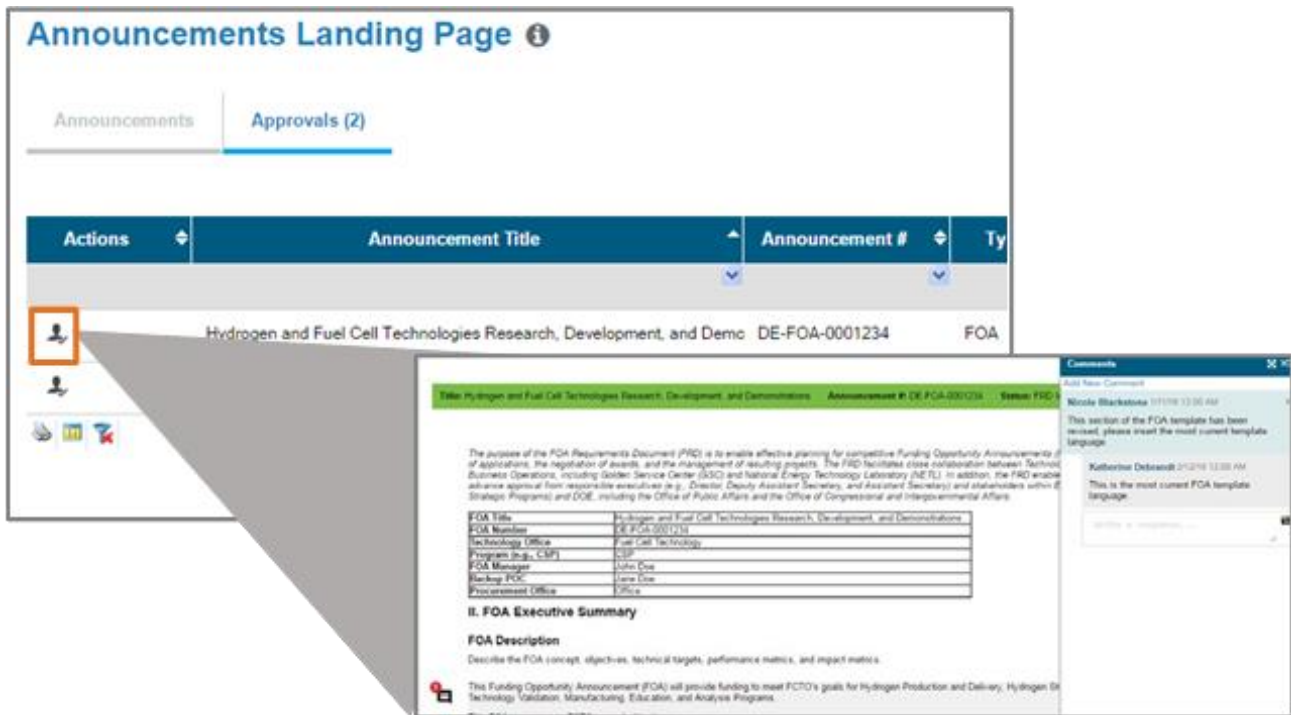
User roles have been set up in the prototype to simulate views and access rights for different users.

A screenshot of a user interface element showing a person icon in a blue box, followed by the text "Logged in: Jane Doe (Fuel Cell Manager)".

Logged in: Jane Doe (Fuel Cell Manager)


There are two roles in the current prototype: Fuel Cell Manager (Jane Doe) and Fuel Cell Approver (John Smith). Select the person icon in the top right corner of the prototype to change the role (see image above).

- **Fuel Cell Manager.** This role has the rights in the system of a FOA Manager.
- **Fuel Cell Approver.** In addition to being able to review standard announcement information, this role can access files that need to be approved. These files are accessible via the “Approvals” tab on the Announcements Landing page (see image below) or from the Action Item menu. In the prototype, you can open a sample FRD that is ready for approval and review comments (by selecting the comments icon) and track changes.



Announcements Landing Page ⓘ

Announcements Approvals (2)

| Actions | Announcement Title | Announcement # | Type |
|---|---|----------------|------|
|  | Hydrogen and Fuel Cell Technologies Research, Development, and Demo | DE-FOA-0001234 | FOA |

Hydrogen and Fuel Cell Technologies Research, Development, and Demo Announcement # DE-FOA-0001234 Status: PRO

The purpose of the FOA Requirements Document (FRD) is to enable effective planning for competitive Funding Opportunity Announcements of applications, the registration of events, and the management of resulting projects. The FRD facilitates close collaboration between Technical Business Operations, including Golden Service Center (GSC) and National Energy Technology Laboratory (NETL). In addition, the FRD enables advance approval from responsible executives (e.g., Director, Deputy Assistant Secretary, and Assistant Secretary) and stakeholders within E Strategic Programs and DOE, including the Office of Public Affairs and the Office of Congressional and Intergovernmental Affairs.

| | |
|---------------------|--|
| FOA Title | Hydrogen and Fuel Cell Technologies Research, Development, and Demonstration |
| FOA Number | DE-FOA-0001234 |
| Technology Office | Fuel Cell Technology |
| Program (e.g., C&E) | CCF |
| FOA Manager | John Doe |
| Managing PO | Jane Doe |
| Procurement Office | USC |

II. FOA Executive Summary

FOA Description
Describe the FOA concept, objectives, technical targets, performance metrics, and impact metrics.

This Funding Opportunity Announcement (FOA) will provide funding to meet FCTO's goals for Hydrogen Production and Delivery, Hydrogen Storage, Technology Validation, Manufacturing, Education, and Analysis Programs.

Comments

Add New Comment

Nicole Blackstone 07/19/16 12:00 AM
This section of the FOA template has been revised, please insert the most current template language.

Katherine Debeverdt 07/19/16 12:00 AM
This is the most current FOA template language.

What features can be personalized?

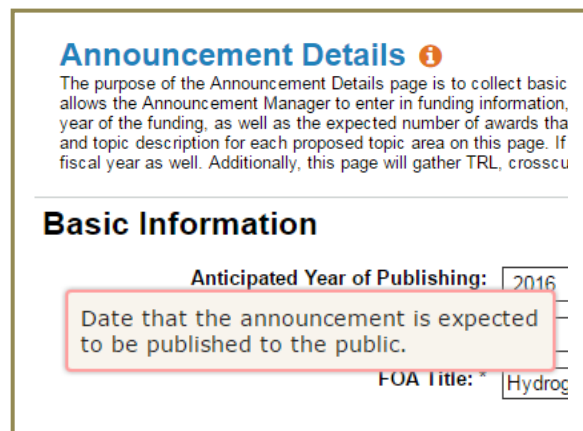
Users need the ability to personalize their views and save these personalization to facilitate access to only the information they need and quickly. System personalization requirements include items such as:

- Presetting the fiscal year and the Work Breakdown Structure to automatically filter the content that is displayed.
- Customizing views of individual tables by reordering or hiding columns or by filtering table content by search term or category.

What type of help features are available?

There are multiple help features required to answer questions and provide information users need. These features will need to be available in all sections of the system.

Users need the ability to access instructions and definitions from each page quickly.



Announcement Details ⓘ

The purpose of the Announcement Details page is to collect basic information that allows the Announcement Manager to enter in funding information, year of the funding, as well as the expected number of awards and topic description for each proposed topic area on this page. If fiscal year as well. Additionally, this page will gather TRL, crosscut

Basic Information

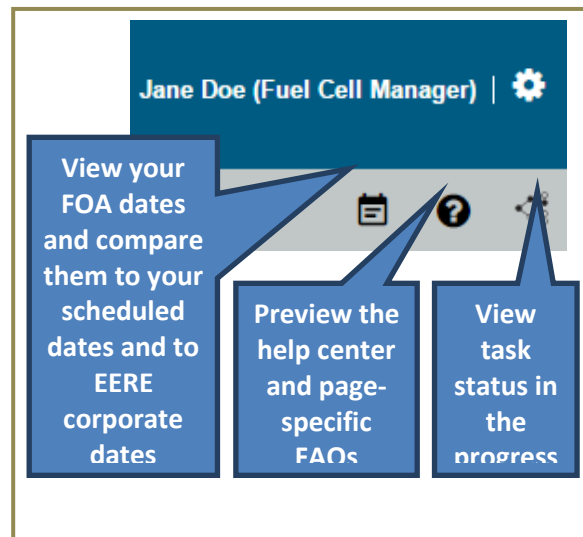
Anticipated Year of Publishing: 2016

Date that the announcement is expected to be published to the public.

FOA Title: * Hydrog

These icons include:

- **Timeline.** View a snapshot of a schedule with task dates along with scheduled or corporate dates.
- **Help.** Online user guides in a Help Center for more information and frequently asked questions to the associated business process or policy and system functionality.
- **Progress Indicator.** Task progress tracking and related tasks, responsible points of contact, and current task status.



Where can I find the IT Systems Integration (ITSI) webinar series?

| Webinar Name | URL |
|---|---|
| FOA Planning and FRD Development | https://www.youtube.com/watch?v=AexlCSJEecs |
| Budget Planning | https://www.youtube.com/watch?v=efhQkS1Mifk |
| Announcement Development and Submissions | https://www.youtube.com/watch?v=MAH-UEAXtJo |
| Merit Review | https://www.youtube.com/watch?v=aHBrGoMucWk |
| Selections | https://www.youtube.com/watch?v=xT1uu4CogJE |
| Funds Authorization | https://www.youtube.com/watch?v=WoH8kpzdD0c |
| Award Negotiation | https://www.youtube.com/watch?v=snXPNZcPUVc |
| Lab AOP Project Management | https://www.youtube.com/watch?v=WpCsko--Crk |
| Project Monitoring and Modifications | https://www.youtube.com/watch?v=W4k_JP1yCTE |
| Project Closeout | https://www.youtube.com/watch?v=Li8_KoDyQq4 |
| Portfolio Analysis | https://www.youtube.com/watch?v=Cr7gcGgTQMQ |
| Lab Annual Operating Plans (AOP) (included in Project Management) | https://www.youtube.com/watch?v=WpCsko--Crk |
| Peer Review (included in Merit Review) | https://www.youtube.com/watch?v=aHBrGoMucWk |
| Deobligations, Project Funds Transfers & HQ Funding | https://www.youtube.com/watch?v=4qqZnZhrLLk |